

DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION



Division of Early Learning

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To: Early Learning Providers

From: Raeshawn Crosson  
Interim Assistant Superintendent of Early Learning

Date: October 7, 2014

Re: Subsidy Agreement Signing

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In order to ensure compliance with provider subsidy agreements, the Division of Early Learning will host a series of subsidy agreement signing sessions. Each subsidized provider is required to attend **one** of the following sessions:

| Date                       | Times             | Location               |
|----------------------------|-------------------|------------------------|
| Tuesday, October 14, 2014  | 10:00 PM-12:00 PM | 8th Floor Room 806 B   |
| Tuesday, October 14, 2014  | 02:00 PM-04:00 PM | 8th Floor Room 806 B   |
| Thursday, October 16, 2014 | 10:00 PM-12:00 PM | 8th Floor Room 806 B   |
| Thursday, October 16, 2014 | 02:00 PM-04:00 PM | 8th Floor Room 806 B   |
| Friday, October 17, 2014   | 10:00 PM-12:00 PM | 8th Floor Room 806 A&B |
| Friday, October 17, 2014   | 02:00 PM-04:00 PM | 8th Floor Room 806 A&B |
| Monday, October 20, 2014   | 10:00 PM-12:00 PM | 8th Floor Room 806 A&B |
| Monday, October 20, 2014   | 02:00 PM-04:00 PM | 8th Floor Room 806 A&B |
| Friday, October 24, 2014   | 01:00 PM-03:00 PM | 8th Floor Room 806 A&B |

During this time we will also thoroughly review modifications within each subsidy agreement such as the requirement to have direct deposit for payments, enrollment in the Child and Adult Care Food Program (CACFP), and the submittal of electronic attendance through the Attendance Tracking System (ATS).

Each attendee is required to RSVP in advance of each session to ensure availability as space is limited. To RSVP, please contact Derrick Brace at [derrick.brace@dc.gov](mailto:derrick.brace@dc.gov) or by phone at 202-727-4880.

Thank you in advance for your commitment in improving early education for district families.